



20th March 2025

Dear Councillors,

You are hereby summoned to attend a **Meeting of Full Town Council** of Caldicot Town Council in **Caldicot Town Council Building, Sandy Lane** to be held on **Wednesday, 26th March 2025 at 6:30 p.m.**

The meeting will be conducted in a Hybrid fashion both at the Council Offices and remotely online through Microsoft Teams. This is carried out in accordance with the Local Government and Elections Act (Wales) 2021. If anyone wishes to access the meeting remotely via Microsoft Teams, they can do so using the following information:

Microsoft Teams Meeting
(This meeting may be recorded)

Click [HERE](#) to join the meeting.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Mark Tredwin', followed by a long horizontal line extending to the right.

Mark Tredwin
Town Clerk to the Council

Agenda

- 1. Welcome**
The Chair will welcome everyone to the meeting.
- 2. Apologies for Absence**
Members are asked to receive apologies of absence for this meeting.
- 3. Declarations of Interest**
Members are asked to receive Declarations of Personal or Prejudicial Interests declared by Members on items under consideration on this agenda.
- 4. Public Question Time and Participation**
Members of the public are advised that they are welcome to ask questions about items on the agenda. It is not always possible to give a verbal response at the meeting and questions may receive a written response. No resolution can be made under this item.

Questions should relate to matters of Town Council policy or practice and not relate to the individual affairs of either the questioner or any other named person.

5. Minutes

The Town Mayor will identify the following appended minutes and invite the Committee Chairs to present recommendations that they would like the Council to confirm.

Members are asked to confirm the recommendations contained therein:

- i) Minutes of Extra Ordinary Full Town Council Meeting held on Thursday 13th March 2025
- ii) Minutes of Planning and Resources Committee Meeting held on Tuesday 11th March 2025
- iii) Minutes of Personnel Committee Meeting held on Friday 21st March 2025
- iv) Notes of 50 Years of Caldicot Working Group Meeting held on Friday 7th February 2025

6. Reports from Monmouthshire Councillors

A written report from Members of Monmouthshire County Council.

7. Report from Council Governor and Other Representatives

Written reports from each of the Governors and other Representatives.

8. Report from Gwent Police

Members are asked to receive a written report from Gwent Police on matters pertaining to Caldicot.

9. Schedule of Payments Report

For Members to agree the Schedule of Payments for the period identified 20/02/25 to 19/03/25.

10. Financial Regulations

For members to consider a final draft of the Financial Regulations in preparation for the new Governance Year and to comply with legislation.

11. Standing Orders

For members to formally agree the Standing Orders in preparation for the new Governance Year and to comply with legislation.

12. Bank Signatory Arrangements

For members of the Town Council to consider the current Signatory Arrangements and consider any necessary alterations.

13. Caldicot Town Council's Investment Strategy

For members of the council to consider how it wishes to allocate its finances in a way that maximises its potential whilst at the same time minimising its risks.

14. Commemoration and Anniversaries Working Group

To formally establish a Commemoration and Anniversaries Working Group.

15. Asset Register Report

To inform members of the additions and deletions from the asset register.

16. Risk Report

For members to be updated on the risk register and a statement of internal control.

17. Cemetery Report

For members to consider a report on the operations of the cemetery.

18. Place Making Update

For members to be given an update on the latest progress in respect of Placemaking.

19. Victory in Europe and Victory in Japan Days

To approve proposed arrangements for celebration of VE Day and VJ Day 80th anniversary.

20. Armed Forces Day

To consider the Town Council's support for Armed Forces Day Cymru 2025 being held in Caldicot Castle.

21. Period Hub

To notify members that the council building has been approached to become a Period Dignity Hub.

22. Date of Next Meetings

Members are asked to note that the next meeting of **Full Town Council** is scheduled to be held on **Wednesday 23rd April 2025**. Members to consider altering the date to **30th April 2025**.

There will be a meeting of the **Personnel Committee** on **Wednesday 3rd April 2025**.

There will be a **Planning and Resources Meeting** on **Tuesday 15th April 2025**.

23. EXCLUSION OF PUBLIC AND PRESS

In light of the confidential nature of the next items it is recommended that they be discussed in Exempt Business

RECOMMENDED That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw, due to the nature of the business about to be transacted which is considered to be prejudicial to the public interest.

COUNCIL IN PRIVATE SESSION

24. Exempt Business